



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

DATA PROCESSING MANAGER II
\$5,849 - \$7,688
INFORMATION TECHNOLOGY DIVISION
STATEWIDE NETWORK SUPPORT BUREAU
SACRAMENTO

RESPONSIBILITIES:

Under the general direction of the Statewide Network Support Bureau Chief, a Data Processing Manager III, the manager supervises the Sacramento Network Support Unit. The incumbent leads a group of technical personnel performing computer, networking, video, mobile, and telecommunications support for the CDI Sacramento Regional offices, Licensing Services Division, and the Investigations offices in Northern California. The incumbent performs duties in support of the most complex IT systems and provides high level technical oversight and supervision of technical staff supporting the network environment used by the CDI. The manager assists in the acquisition of necessary resources; monitors Information Technology (IT) expenditures; facilitates meetings with clients; prepares budget requirements for new network IT projects; plans, directs, organizes and assigns staff projects; and prepares procurement and justification documents, which could include feasibility study reports. The incumbent will provide oversight and approval of hardware and software purchases relating to the Department's system infrastructure. Travel is occasionally required to San Francisco and Los Angeles. Overnight trips are possible.

DESIRABLE QUALIFICATIONS:

- Experienced in effectively leading teams with diverse technical backgrounds
- Customer service focused, with experience in evaluating IT business needs and recommending effective solutions
- Exhibit initiative, flexibility and strong interpersonal skills
- Set well defined and realistic personal goals, display a high level of initiative, effort, and commitment towards completing assignments in a timely manner, work with minimal supervision, be motivated to achieve and demonstrate responsible behavior
- Adjust priorities based on shifts in management priorities

WHO MAY APPLY:

Applications will be accepted from current State employees at the Data Processing Manager II level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the***

04/07/14 NT

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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state application.

APPLICATION PROCEDURE: Please mail a completed standard [State Application STD 678](#) to Nicole Terrell, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE “Data Processing Manager II, PSN # 413-104-1384-002” ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** **Applications must be postmarked by the final filing date to be considered.** For additional information, please call (916) 492-3316 or nicole.terrell@insurance.ca.gov.

FINAL FILING DATE: **Friday, April 18, 2014 – Close of Business**

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant’s name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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